

## CHARTER

### PROFESSIONAL DEVELOPMENT COMMITTEE (PDC) OF THE CONTRACTING AND ACQUISITION CAREER PROGRAM ADVISORY COUNCIL (CACPAC)

1. **Name of Committee.** Professional Development Committee.
2. **Established.** March 1, 1999.
3. **Category and Type of Committee.** Intra-Army subcommittee.
4. **Purpose.** The PDC will develop and provide recommendations to the CACPAC on policy, procedures, and goals for all matters relating to training and development, to include career broadening, managerial, leadership, mentoring, and mandatory DoD training, acquisition workforce training, long-term training, short-term training and tuition assistance. The PDC shall be guided by the provisions of the "Catalog of Army Civilian Training, Education and Professional Development Opportunities" and the "Army Civilian Training, Education and Development System (ACTEDS) Plan for Department of Army Contracting and Acquisition Career Program-14".
5. **Authority.** Army Regulation (AR) 690-950, "Career Management", September 8, 1988; AR 15-1, "Committee Management", November 27, 1992; and, the Charter for the CACPAC.
6. **Mission, Scope and Objectives.**
  - a. To provide advice and recommendations to the Functional Chief's Representative (FCR) and the Contracting Career Program Directorate on identifying professional and career development programs for the Army's Contracting professionals.
  - b. The PDC will examine existing programs making recommendations on their efficacy, and identify new or existing programs and opportunities that should be considered for addition to the professional opportunities.
  - c. The PDC will assist the FCR in selecting CP-14 personnel under the Competitive Professional Development (CPD) Program by recommending criteria and guidelines for selection.
  - d. The PDC will develop recommendations for a system or process to establish and convene selection boards, insuring the recommendations are not in contravention of existing policy and regulations.

e. Identify new, emerging education and training programs and technologies to insure Army contracting provides world-class service to its customers.

f. The PDC will coordinate developmental opportunities with military assignment officers and the other CACPAC committees. Where feasible, military will be incorporated into developmental opportunities, and techniques will be sought to inform assigned military personnel about the professional development program requirements for assigned civilian personnel.

## **7. Direction and Control.**

a. The PDC is a subordinate committee of the CACPAC.

b. The FCR will designate a Principal Assistant Responsible for Contracting (PARC) to chair the PDC.

c. The PDC will meet at the call of the Chairperson or as directed by the FC/FCR.

d. The chairperson will provide reports to the FC/FCR.

## **8. Administrative Support.**

a. The Deputy Assistant Secretary of the Army (Procurement), Contracting Career Program Office will provide all administrative support and facilities to the PDC when it is in session.

b. Each committee member's parent organization will provide all funding relative to participation on the PDC.

## **9. Membership Composition.** PDC membership will be as follows:

a. Chairperson appointed by the FCR.

b. Director, Contracting Career Program Office.

c. Representatives designated by MACOM or MSC PARC; these individuals would normally be the MACOM Career Program Manager.

d. Representative from the Acquisition Career Management Office.

e. Non-voting advisory representative from the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs).

f. Non-voting adjunct representatives from contracting professional association(s) academia, and a private sector corporate university may also be appointed by the FCR.

Such representatives should contribute in areas like state of the profession/body of knowledge issues, state-of-the-art means of training and education, and benchmarking of world class corporate learning program.

10. **Frequency of Meetings.** The PDC will meet at the call of the chairperson, the direction of the CACPAC, or the direction of the FC/FCR.

11. **Special Meetings.** Recommendations for special PDC meetings may be proposed to the chairperson. Recommendations for special meetings may also be submitted to the FCR.

12. **Subcommittee.** To be determined as the need arises.

13. **Date Charter Filed.** March 15, 1999.

O/S/B  
Kenneth J. Oscar  
Functional Chief's Representative  
Civilian Contracting and Acquisition  
Career Program (CP-14)

8 Mar 99  
Date